TPA Candidate Data Reporting Directions
2009–10 Academic Year

1. **Timeframe**. The collection of TPA candidate data is accomplished annually covering the same period of time as the Title II report, i.e., the program's previous academic year, and will be submitted annually. *For example*, the 2011 annual report covers the program's 2009-10 academic year.

2. **Candidates**. Programs will report information on candidates who attempted any portion of the TPA during the covered time period (the 2009-10 academic year). If candidates listed in the template were enrolled in the program prior to July 1 2008, and they were exempt from the TPA requirement, their rows can be left blank. Information only needs to be provided for multiple-subject and single-subject candidates who enrolled in the program after July 1, 2008. If candidates are missing from your template who otherwise meet the above criteria for the reporting time-frame, please email Mike Taylor at the CTC (mtaylor@ctc.ca.gov) to add the names.

3. **Data Addressed.** Program should enter the demographic data and pass/fail information by selecting the appropriate options from the drop-down menus in each column for each candidate.

4. **Demographic Data.** Since some of the demographic data will have been self-reported by the candidate, this could lead to discrepancies over time but, these differences tend to be minor.

5. **TPA Information Column.** Select the appropriate option from the drop-down menu for each candidate. The option selected for each candidate should reflect the candidate's cumulative status in the program as it was for the 09-10 academic year. For example, if a candidate completed their first year of the program, and completed only first sections of the TPA in the 09-10 academic year, you should select option (1) (did not attempt every section of the TPA) for that candidate. Similarly, if a candidate entered their program during the 08-09 academic year, completed the first sections of the TPA during that first year, and completed the last sections of the TPA during the 09-10 academic year, you should select option (2), (3), or (4) for that candidate as appropriate. More specific definitions for each pass/fail category are included in the table below.

6. **Time Period**. The current 2011 report covers the program's 2009-10 academic year.

7. **Due Date**. The 2009-10 report is due no later than August 1, 2011.

8. **Submitting the File**. Programs will email ONE completed template, as an attachment, to tpa@ctc.ca.gov. Do not change the original name of the template file.

For More Information, please address technical questions to Mike Taylor, mtaylor@ctc.ca.gov.

All Approved Multiple and Single Subject Preparation Programs will Submit the Following Data

Data Element	Description
Program Sponsor	The approved preparation program
Program TPA Model	Identification of the approved model—CalTPA, FAST, PACT
Candidate Name	Candidate names will be pre-populated in the program templates that are sent from the Commission
Candidate Program Type	The type of preparation program in which the candidate is enrolled—traditional, intern, or blended
Candidate Ethnicity (Optional)	The candidate's ethnicity, select from one or more options
Candidate Gender	Male or Female
Candidate Native English Speaker status	Yes or No
Candidate highest degree previously earned	The highest degree held by the candidate—None, Associate's, Bachelor's, Master's, Doctorate, other
Cumulative candidate TPA passing status for the reporting year	Programs select the appropriate option for each candidate (as of June 30, 2010, the candidate) — 1. did not attempt every section of the TPA; or 2. attempted every section of the TPA but did not pass one or more sections (The candidate is no longer attempting to pass); or 3. passed all sections of the TPA but had to repeat one or more sections to pass; or 4. passed all sections of the TPA on the first attempt.